

# GovGrants

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**Early Years and Child Care Services**

# Electronic Signatures

How Do I?

**External Providers**

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## About DocVerify

**Important!** To sign a contract, agency's **do not** need to create a DocVerify account. Please refer to the [DocVerify FAQ's](#).

[DocVerify](#) is a cloud-based electronic signature solution that is widely used in many business sectors and is compliant with electronic signature regulations and industry standards.

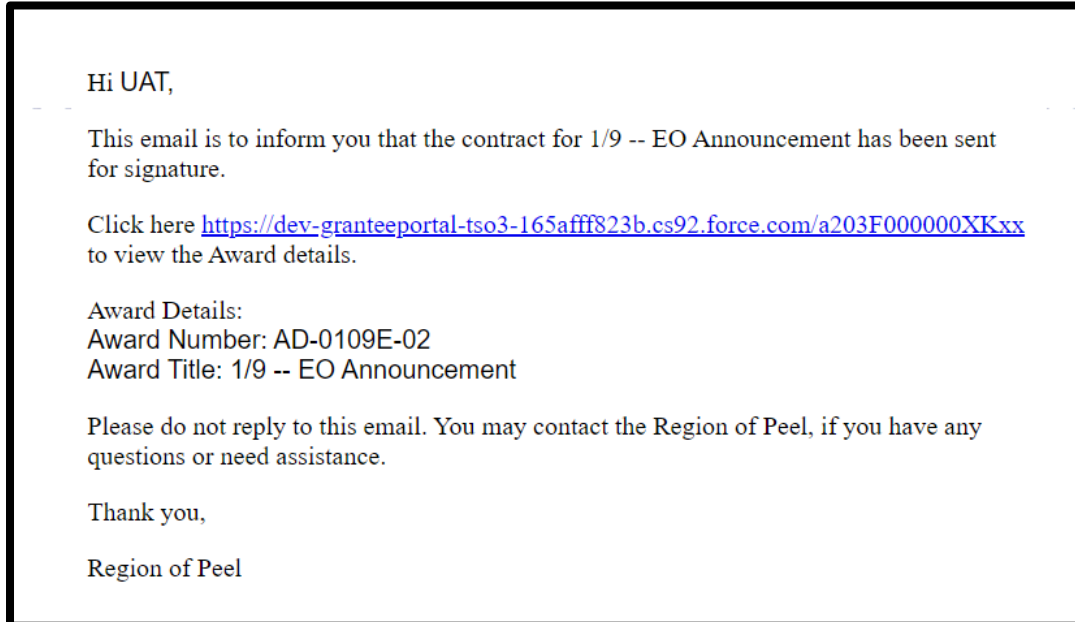
DocVerify has multiple layers of protection, including:

- A DocVerify cover page with bar coding and watermarking technologies
- Time stamping, bar coding, encryption, and watermarking for every page
- Unique 128-bit DocVerify IDs
- Unique Digital Signatures

DocVerify will be used by authorized GovGrants users to digitally sign contracts generated through the system. The contract will be sent to both internal and external users identified as the Authorized Signatory (AS) for signature. The individual signing must have the authorization to sign contracts on behalf of the agency/organization.

## Email notification

You will receive email notification from GovGrants when your application moves to the award phase and a contract is going to be sent for signature. You can click on the hyperlink to be taken into the system for additional details related to that funding award.



## Additional DocVerify Notifications and Expiry

After the first email, DocVerify will send a notification to the primary user every 3 days (up to 7 times), when the signature was not actioned. After 21 days, the DocVerify link will expire.

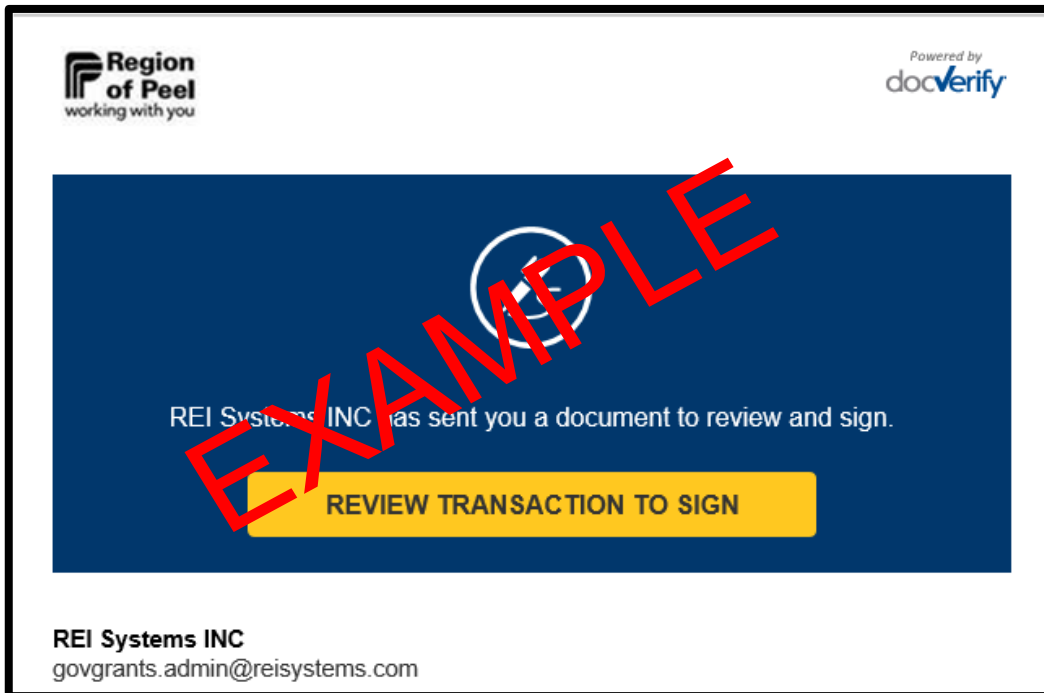
If the DocVerify link has expired, you will need to contact the Region of Peel at [zzgeyccsgovgrantsadmin@peelregion.ca](mailto:zzgeyccsgovgrantsadmin@peelregion.ca) to determine next steps.

## How to e-sign a Contract

When you receive a second email stating that the 'Region of Peel has sent you a document to review and sign', you have two options. You can:

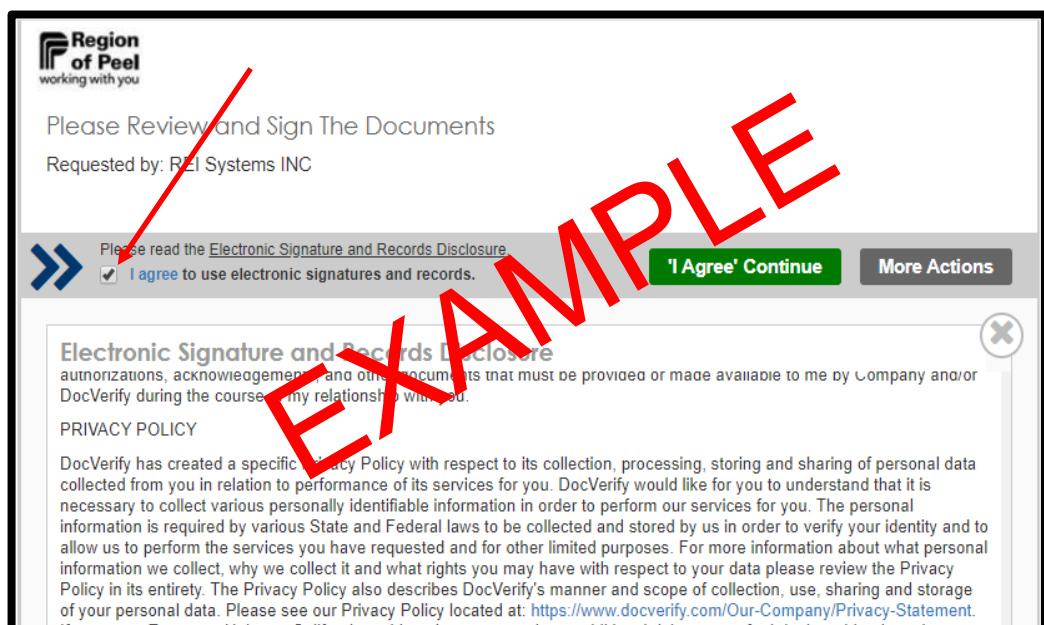
- complete the e-signature by completing steps 1 – 5 below or,
- [Forward to Authorized](#)

1. Click on '**Review Transaction to Sign**' in the email notification from DocVerify



2. Review the Electronic Signature and Records Disclosure then:

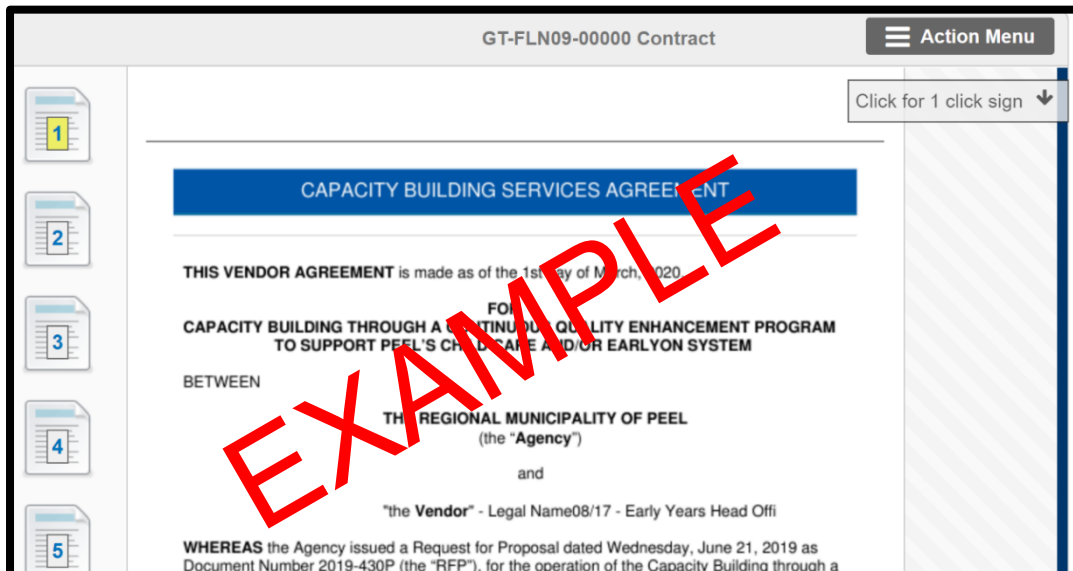
- a. check the box beside the phrase: "I agree to use electronic signatures and records." and
- b. click '**I Agree**' Continue



3. Review the document page by page

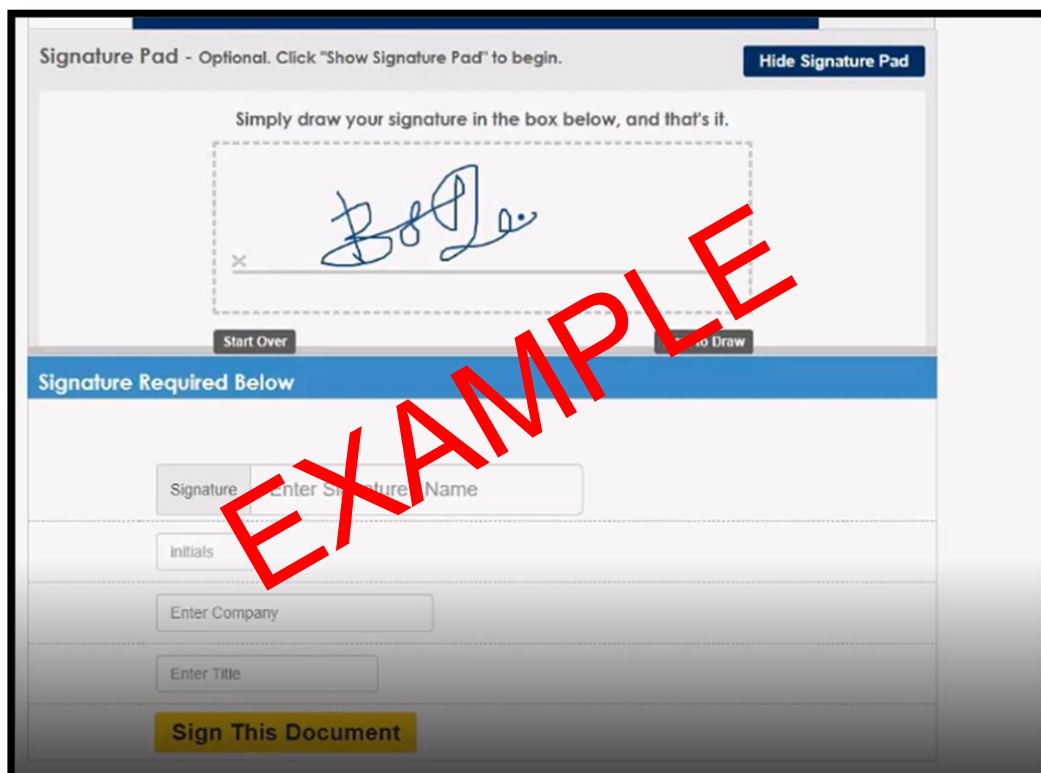
**Note:**

- The contract pages are numbered on the left for ease of navigation
- Click on **Action Menu** for additional options such as **Download Document** and **Forward to Authorized**.

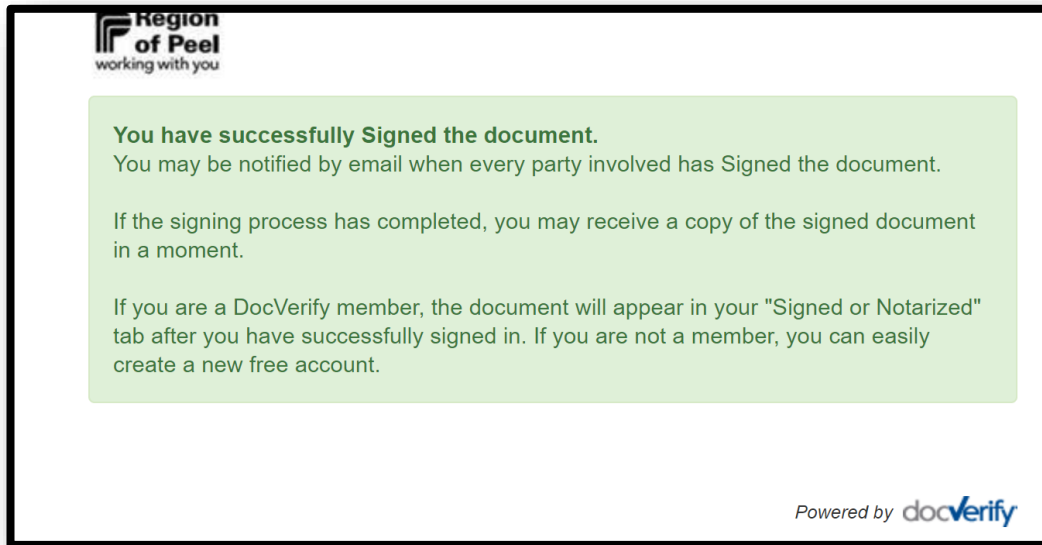


4. Input your signature as follows:

- a. Click on the '**Show Signature Pad**' button to write your digital signature (**optional**)  
**Note:** The button changes to '**Hide Signature Pad**' once clicked
- b. Enter the required details in the '**Signature Required Below**' section
- c. Click the '**Sign This Document**' button once you have signed



- Once the signature is added, the document will be processed and the message **'You have successfully Signed the document'** will be displayed on your screen.



## Forward to Authorized

If you cannot or do not wish to sign the contract sent to you through DocVerify, you have the option to forward the request to another person authorized to sign, within the same agency.

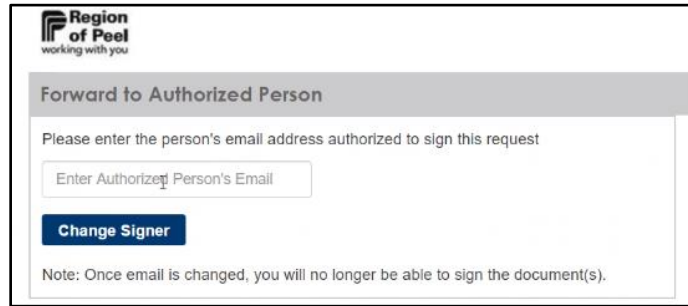
Forwarding the original DocVerify email is not recommended, please follow the process outlined below.

To forward the e-signature request, complete the following:

- Click the **Actions Menu** on the top right of the screen
- Select **Forward to Authorized** button



3. Enter the email address of the person that you want to forward to in the box that appears.



The screenshot shows a web interface for the Region of Peel. At the top left is the logo with the text 'Region of Peel' and 'working with you' below it. The main heading is 'Forward to Authorized Person'. Below this is a text prompt: 'Please enter the person's email address authorized to sign this request'. There is a text input field containing the placeholder text 'Enter Authorized Person's Email'. Below the input field is a blue button labeled 'Change Signer'. At the bottom of the form area, there is a note: 'Note: Once email is changed, you will no longer be able to sign the document(s)'.

**Remember!** The assigned person must be an **authorized signing authority**

4. Click the **Change Signer** button
5. The designated person will receive an email from DocVerify to complete the e-signature and you will receive this verification

The email has been successfully changed. The new signer will be receiving the request momentarily.

**Result:** The new signer will complete steps outlined in [How to e-sign a contract](#)



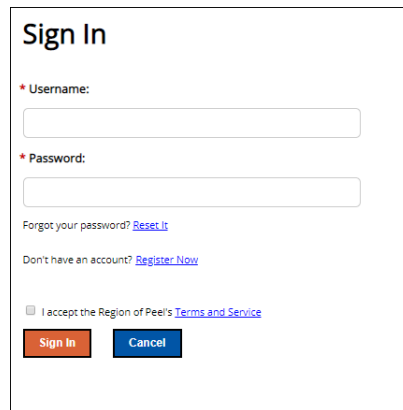
## Viewing e-signed contract in GovGrants

When the document is digitally signed, by both parties, it gets attached to GovGrants in the **Attachments** section of the **Attachments** tab.

**Note:** Contracts will not be available for viewing until it has been signed by both parties.

Complete the following to view the document:

1. Sign in to your GovGrants account



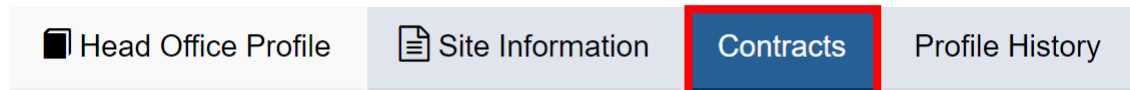
The image shows a 'Sign In' form with the following elements:

- Title: Sign In
- Fields: \* Username: (text input), \* Password: (password input)
- Links: Forgot your password? [Reset It](#), Don't have an account? [Register Now](#)
- Checkbox:  I accept the Region of Peel's [Terms and Service](#)
- Buttons: Sign In (orange), Cancel (blue)

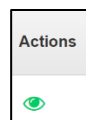
2. Click on the **Home** tab located along the horizontal navigation menu on the top of your Home screen



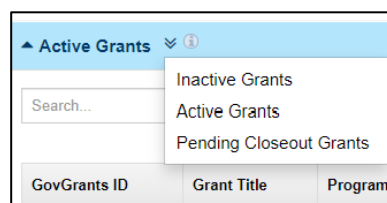
3. Click on **Service Provider Profile** from the left navigation pane.
4. Select the **Contracts** tab




5. From the **Fee Subsidy Agreement** or the **Active Grants** section, click on the view icon beside the **Agreement** or **Contract**.



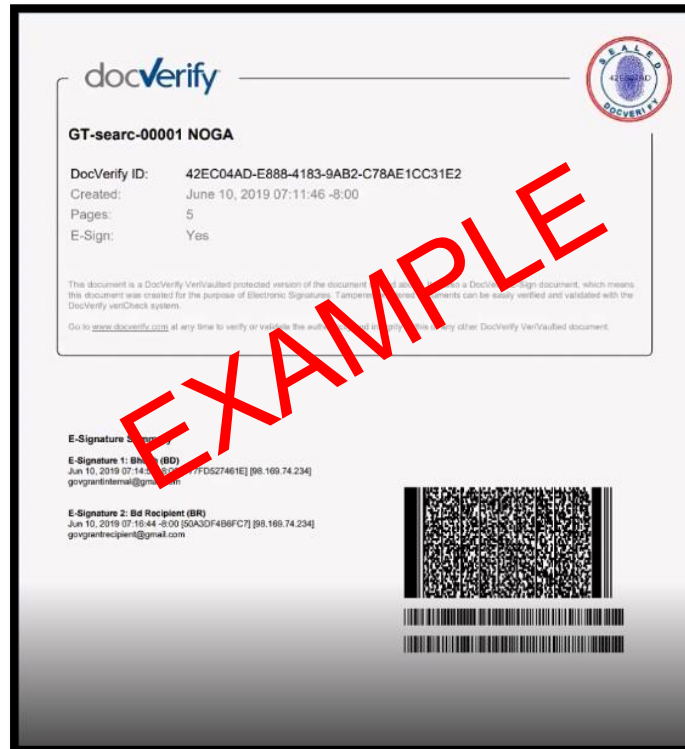
**Tip!** To locate grants not currently Active, select the drop-down arrows beside **Active Grants** (see image below) and select an option.



6. Select the **Attachments** tab
7. Locate the **Signed Contract PDF** document and click the download icon found in the **Actions** column to view the contract.

Attachment Name	Description	Type	Date Attached	Attached By	Actions
Signed Contract.pdf			23/11/2020 10:07 AM		  

**Note:** The digitally signed document will be available with DocVerify security details included (example of cover page below).



## How to print and manually sign a contract

**Note:** Opting to print and physically sign a GovGrants contract will result in a delay to the Award. To eliminate the delay, it is recommended the e-signature process be completed.

To print contract for signature, complete the following steps:

1. Click on **'Review Transaction to Sign'** in the email notification from DocVerify
2. Click on **Action Menu**



3. Click **Download Document**



4. Save Contract document on your computer
5. Close GovGrants
6. Print and sign contract
7. Scan and email the signed contract to: [zzgeyccsgovgrantsadmin@peelregion.ca](mailto:zzgeyccsgovgrantsadmin@peelregion.ca)